

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: N/A

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR SCHOOL CROSSING GUARDS.

REPORT IN BRIEF: A competitive bid was conducted for providing and supervising school crossing guards. The Town sent out specifications to fifteen (15) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received five (5) responses (two (2) bids and three (3) "no bid" responses). The Town uses twenty-five (25) crossing guards each day of the school year. The contractor also provides two (2) supervisors at no additional contract cost. The total expense for the school year is approximately \$180,000.00. The recommendation is for Kemp Services, Inc. as the lowest responsive and responsible bidder. This contract period will begin with the first school day in August, 2003. The initial term of the contract is one (1) year with an option to extend for two (2) additional one (1) year periods by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: The recommended award has been reviewed by the Chief of Police and the Bid Specification Committee who concur with the decision to award to Kemp Services, Inc.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$180,000.00/yr.

Account Name: Police Department-Contractual Services Account

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Bid opening report

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR SCHOOL CROSSING GUARDS.

WHEREAS, the Town is in need of a contractor to provide school crossing guards; and

WHEREAS, the Town solicited sealed bids for such services; and

WHEREAS, after review, the Town Council wishes to accept the bid from Kemp Services, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bid from Kemp Services, Inc. to provide and supervise school crossing guards in the amount of \$12.87/hr./guard.

SECTION 2. The Town Council hereby authorizes the expenditure from the Police Department-Contractual Services Account.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2003

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2003

TOWN OF DAVIE
PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER: 001-0525-521-0306
BUDGET ITEM & DESCRIPTION: School Crossing Guards
APPROXIMATE COST: \$180,000.00
CONTRACTUAL SERVICES
METHOD OF PROCUREMENT (check the one that applies)

☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source

CHECKLIST, SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed

Department Head

Have Funds been Reserved Req. 28697

Date 1/3/03 Signed

Signed

Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
<u>KEMP SERVICES</u>		<u>\$12.87/HR.</u>
<u>ALL PRO CONTRACTING</u>		<u>\$14.52/HR.</u>
<u>UNIQUE TOTAL STAFFING</u>		<u>NO BID</u>
<u>PRIME TIME TEMPORARY STAFFING</u>		<u>NO BID</u>
<u>ABLE BODY LABOR</u>		<u>NO BID</u>

Signed

Purchasing Specialist

TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor

Cost

KEMP SERVICES

\$12.87/HR.

Signed

Town Administrator

TOWN OF DAVIE
PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER: 001-0525-521-0306
BUDGET ITEM & DESCRIPTION: School Crossing Guards
APPROXIMATE COST: \$180,000.00
CONTRACTUAL SERVICES
METHOD OF PROCUREMENT (check the one that applies)

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<u>KEMP SERVICES</u>		<u>\$12.87/HR.</u>
<u>ALL PRO CONTRACTING</u>		<u>\$14.52/HR.</u>
<u>UNIQUE TOTAL STAFFING</u>		<u>NO BID</u>
<u>PRIME TIME TEMPORARY STAFFING</u>		<u>NO BID</u>
<u>ABLE BODY LABOR</u>		<u>NO BID</u>

Signed

Purchasing Specialist

TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor

Cost

KEMP SERVICES

\$12.87/HR.

Signed

Town Administrator

BID OPENING REPORT

BID NAME: SCHOOL CROSSING GUARDS

TIME: 2:05 PM

BID NUMBER: B-03-37

DATE: 2/20/03

ESTIMATED COST: \$180,000.00/YR.

NO.	CONTRACTOR'S NAME	BID AMOUNT	RANK
1.	ALL PRO CONTRACTING	\$14.52/hr.	
2.	KEMP SERVICES	\$16.87/hr.	
3.	UNIQUE TOTAL STAFFING	NO Bid	
4.	PRIMETIME TEMP. STAFFING	NO Bid	
5.	ABLE BODY LABOR	NO BID	
6.			
7.			
8.			
9.			
10.			

REMARKS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]

DATE: 2/20/03

WITNESS: [Signature]

DATE: 2-20-03